



JOB POSTING

Job Title:	Home Care Program Manager		
Reports To:	Director of Clinical Programs		
Scheduled Hours:	Full-time (37.5 hours)	FLSA Status	Exempt

Job Description

Milestone Senior Services is seeking to fill a Home Care Program Manager position. The position will be responsible to oversee the maintenance and growth of the Home Care Program.

Duties and Responsibilities:

- Responsible for oversight of the Home Care Coordinator's weekly scheduling of home care aides, ensuring accuracy for all units worked.
- Reports on program budget controls and KPIs on a weekly basis.
- Promotion and maintenance of excellent customer service for internal and external customers.
- Assist team with hiring and on-boarding new customers, ensuring all documentation requirements are met.
- Assists the with the hiring process, including aspects of orientation, recruitment, and retention.
- Promotes agency policies and procedures, providing corrective action or performance improvement plans as necessary. Will seek support and final approval from Human Resources in these instances.
- Maintains a high standard for excellence in the workplace, and willing to work collaboratively to effectively meet and identify challenges.
- Responsible for the supervision and quality control of on-call support.

Qualifications

- Bachelor's degree in business or health related field preferred.
- Supervisory experience preferred.

Additional Information

This position is a full-time, exempt position offering the following benefits: health, dental, vision, 403(b) retirement matching, paid time off, and other employee-based assistance programs.

Milestone Senior Services is a drug-free, tobacco-free workplace and participates in E-Verify. All applicants will undergo a reference check, pre-employment drug testing, and a State of Michigan background check. Milestone Senior Services is an equal opportunity employer and welcomes a diverse field of qualified candidates.

Interested candidates should apply at:

<https://seniorservices1.org/about/employment/?gnk=apply&gni=8a7885a87d78619a017d7cd3e16e74d7&gns=OnePlace>